UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK
QUALITY CONTROL CHECK
ATTORNEY CASE OPENINGS (ACO)

Were corrections made to this ACO case?   ✔ Yes   (see below)   ☐ No

Case Initiating Documents		
1.	Attorney did not complete the case initiating documents. Contacted the attorney to advise to file the missing documents.	☐
	Complaint	☐
	Civil Cover Sheet	☐
	Summons(es)	☐
2.	Attorney did not separate the case initiating documents. Separated the document into individual attachments. Replaced main document and attachments	☐
Summons Errors		
3.	Incorrect form	☐
4.	Defendant's name and address not completed	☐
5.	Plaintiff's attorney name and address not completed	☐
6.	Caption on the Summons does not match the caption on the Complaint	☐
7.	Incorrect Date	☐
8.	Incorrect Case Number	☐
9.	Contacted attorney and requested corrected summons	☐
Civil Cover Sheet Errors		
10.	Plaintiff's county of residence not indicated	☐
11.	Certification of Arbitration Eligibility not completed	☐
12.	Disclosure Statement Fed. R. Civ. P. 7.1 not completed	☐
	Added/corrected Disclosure Statement in docket entry	☐
13.	Omitted Related Case Statement	☐
	Added related cases in docket entry	☐
14.	Incomplete or inconsistent responses to Div. Bus. R. 1(d)(3) questions	☐
15.	Incomplete Bar Admission responses	☐

	CM/ECF Errors/Corrections	
	Div. Bus. R. 1(d)(3)	
16.	Attorney used incorrect courthouse designation, pursuant to Div. Bus. R. 1(d)(3). Copied case, changed Court Designation, and informed other courthouse staff.	☐
	CM/ECF Events	
17.	Attorney used incorrect event when docketing the case initiating document. Deleted document and re-docketed using the correct event.	☐
	Parties	
18.	Corrected short title	✔
19.	Corrected party role	☐
20.	Corrected party spelling	☐
21.	Added missing party	☐
22.	Converted from All Caps to Initial Caps	☐
23.	Added party text	✔
24.	Removed party text	☐
25.	Added alias	☐
	Citizenship	
26.	Corrected citizenship of principal parties	☐
	Jurisdiction	
27.	Corrected basis of jurisdiction	☐
28.	Corrected nature of suit	☐
29.	Corrected cause of action	☐
30.	Corrected county code	☐
31.	Corrected origin	☐
	Demands	
32.	Corrected dollar demand	☐
33.	Corrected jury demand	☐
34.	Corrected class action	☐
	Fee	
35.	Corrected fee status	☐
	Other	
		☐